



## COUNCIL MINUTES

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**DATE:** Thursday, March 25, 2021 **FROM:** 9:00 a.m. – 3:00 p.m.

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In Attendance:

### MEMBERS

Jeannine Girard-Pearlman, *Chair*  
Paola Azzuolo  
Neelam Bal  
Donna Barker  
Evelyn Chau  
Mary Egan  
Allan Freedman  
Jennifer Henderson  
Heather McFarlane  
Carol Mieras  
Aruna Mitra  
Vincent Samuel  
Stephanie Schurr  
Teri Shackleton  
Michelle Stinson  
Sophie Xu

### REGRETS

Michael Dauncey

### GUESTS

Elizabeth Goff, *Project Manager, Enterprise System Project*  
Peter Shenfield, *Former Council Member*

### OBSERVERS

Sarah Kibaalya, *Ministry of Health of Ontario*

### STAFF

Elinor Larney, *Registrar*  
Sandra Carter, *Practice Consultant*  
Aoife Coghlan, *Manager, Investigations and Resolutions*  
Julie Entwistle, *Deputy Registrar*  
Coralie Jackson, *OT Student*  
Stamatis Kefalianos, *Manager, Regulatory Affairs*  
Lesley Krempulec, *Practice Consultant*  
Tim Mbugua, *Policy Analyst*  
Nabila Mohammed, *Director of Finance and Corporate Services*  
Brandi Park, *Manager, Registration*  
Nancy Stevenson, *Director of Communications*  
Andjelina Stanier, *Executive Assistant, Scribe*

### 1.0 Call to Order

Chair Jeannine Girard-Pearlman welcomed everyone and called the meeting to order at 9:02 a.m.

### 2.0 Public Protection Mandate

The Chair reminded Council members that the purpose of their work is to protect the public and that all decisions are made in that light.

### 3.0 Land Acknowledgement

The Chair invited everyone to silently read and reflect on the Land Acknowledgement Statement. (Appendix 1).

### 4.0 Declaration of Conflict of Interest

The Chair asked for any declarations of conflict of interest. Heather McFarlane declared a conflict of interest for item 8.3, Appointment of Non-Council Member – Quality Assurance Subcommittee.

## 5.0 Approval of Agenda

The Chair asked for changes to the agenda. None were reported.

MOVED BY: Carol Mieras

SECONDED BY: Teri Shackleton

*THAT the agenda be approved as presented.*

**CARRIED**

## 6.0 Approval of Consent Agenda

The Chair asked for edits or other changes to the consent agenda items as listed below:

- Registrar's Report of March 25, 2021
- Draft Council Minutes of January 28, 2021
- Approved Executive Committee Minutes of January 11, 2021
- Approved Governance Committee Minutes of January 14, 2021
- Nominations Committee Report of March 25, 2021

MOVED BY: Vincent Samuel

SECONDED BY: Heather McFarlane

*THAT Council approves the consent agenda items as presented.*

**CARRIED**

## 7.0 Registrar's Update

### 7.1 Registrar's Presentation – Operational Project Status Report

Elinor reported on operational areas of focus for Q3 FY20/21 related to strategic objectives for Year 1 of the 2020-2023 Strategic Plan.

### 7.2 FY20/21 Q3 Financial Report

Nabila Mohammed presented the financial report and responded to questions.

MOVED BY: Stephanie Schurr

SECONDED BY: Jennifer Henderson

*THAT Council receives the January 2021 Financial Report, Statement of Financial Position and Statement of Operations, as presented.*

**CARRIED**

### 7.3 2020 Investment Report

Nabila reviewed the summary investment report and reminded Council that the preservation of capital is the main principle for investments. The College adheres to only those investments covered by the Canada Deposit Insurance Corporation (CDIC). As the College's current investment provider is running out of CDIC insured options, accumulated investments will be reinvested once options become available. The College has opened an investment account with a different provider which will offer additional options for investing now and in the future.

#### **7.4 Quarterly Performance Report**

Julie Entwistle stated the Quarterly Performance Report was reviewed and approved by the chairs of each committee. Members expressed appreciation for the new, easier-to-read format, and said they felt better informed with information from previous quarters available for reference.

MOVED BY: Vincent Samuel

SECONDED BY: Teri Shackleton

***THAT** Council receives the Quarterly Report for Q3 of the 2020-2021 fiscal year.*

**CARRIED**

#### **7.5 Risk Management Report**

Elinor reported on risk issues and responded to questions. Overall, the level of risk remained the same. Fee stability is maintained for 2021 and the process for annual renewal will proceed as per normal timelines. Introduced this year is the option to pay by installment, which will be available up until the May 31st deadline. The College remains flexible to explore other options for OTs experiencing financial hardship who contact the office. Activities and requirements related to the Quality Assurance Program have returned to regular schedules. The impact of COVID-19 will continue to be monitored and changes made as necessary.

MOVED BY: Jennifer Henderson

SECONDED BY: Donna Barker

***THAT** Council receives the Risk Management Report.*

**CARRIED**

#### **7.6 College Performance Measurement Framework (CPMF)**

The CPMF was brought forward for discussion and approval. As it is a lengthy document, it had been circulated to members well in advance of the meeting today. A correction was recommended for page 93. Council acknowledged the tremendous amount of work to complete this document and expressed their appreciation to staff.

MOVED BY: Stephanie Schurr

SECONDED BY: Heather McFarlane

***THAT** Council approves the completed College Performance Measurement Framework for submission to the Ministry of Health, including today's change.*

**CARRIED**

### **8.0 Governance**

#### **8.1 Annual Council Evaluation Summary**

The Chair provided a high-level summary of feedback received from members. Comments were very positive and Council members expressed satisfaction with Council's work and their individual roles in public protection. Council felt well-informed, with sufficient time at meetings for discussion prior to decisions. There was a clear separation of Council and staff roles. Recommendations for improvement focus on new Council member orientation and a suggestion to implement a buddy system. The Chair asked Council if a verbal, high-level analyzed summary was sufficient. After some discussion, Council opted to include in future Council

materials, a summarized written report including any action items. If an issue were to arise where a person is named, in the interest of transparency, Executive would omit the person's name and report that an issue is being investigated.

**8.2 Elections Update – Districts 3, 5, 6**

Elinor reported that there was a slight decrease in voter turnout for this election. Election results were reviewed.

**8.3 Appointment of Non-Council Member – Quality Assurance Subcommittee**

Heather McFarlane, having expressed a conflict of interest, left the meeting for this item. The Quality Assurance Committee, following a call for candidates and subsequent interviews, brought forward today the recommendation to appoint Candice Silver as a non-Council member to the Quality Assurance Subcommittee.

MOVED BY: Stephanie Schurr

SECONDED BY: Carol Mieras

***THAT** Council approves the appointment of Candice Silver for a three-year term on the Quality Assurance Subcommittee, commencing on April 1, 2021.*

**CARRIED**

**8.4 Appointment of Non-Council Member – Patient Relations Committee**

The Patient Relations Committee, following a call for candidates and subsequent interviews, brought forward today the recommendation to appoint Melissa Aldoroty as a non-Council member to the Patient Relations Committee.

MOVED BY: Carol Mieras

SECONDED BY: Neelam Bal

***THAT** Council approves the appointment of Melissa Aldoroty for a three-year term on the Patient Relations Committee, commencing on April 1, 2021.*

**CARRIED**

**8.5 Council Competencies**

Stamatis explained that as part of the governance modernization initiative, the Board Competency Framework has been developed which outlines personal attributes, knowledge, skill and expertise required of the Board, as a collective. A discussion was held, and additional recommendations were provided which will be incorporated into the document.

MOVED BY: Jennifer Henderson

SECONDED BY: Aruna Mitra

***THAT** Council approves the adoption of the College Board Competency Framework as presented, including today's changes.*

**CARRIED**

### 8.6 Revised Code of Conduct

Stamatis explained that as part of the governance modernization initiative, the College undertook a review of the Code of Conduct for Council and Non-Council Members. Council recommended several additional changes. For transparency, the revised Code will be added to the College bylaws as a new schedule. Public consultation is not required.

MOVED BY: Vincent Samuel  
SECONDED BY: Carol Mieras

***THAT** Council approves the proposed Code of Conduct including today's changes, and that it be added as Schedule B to the College bylaws.*

**CARRIED**

### 9.0 Council Education

**Presentation:** *Reduction of Investigations and Resolutions Case Completion Times*  
by Aoife Coghlan, Manager Investigations and Resolutions

### 10.0 Environmental Scan

Council members provided various updates on changes in systems and information of interest that impact the practice of occupational therapy.

### 11.0 New Business

#### 11.1 Enterprise System Update – *in camera*

Pursuant to 7(2)(b) of the Code regarding financial matters, a motion was made to move in camera. Elizabeth Goff joined the meeting. Elinor, Nabila, Nancy, Julie, Stamatis and Andjelina remained, and all other staff, guests and observers left the meeting.

MOVED BY: Carol Mieras  
SECONDED BY: Allan Freedman

***THAT** Council moves in camera*

**CARRIED**

A discussion was held regarding vendors and budget, and approval sought to enter into contract negotiations.

MOVED BY: Stephanie Schurr  
SECONDED BY: Neelam Bal

***THAT** Council approves securing a contract with either Vendor 1 or Vendor 2 with a vendor implementation budget that does not exceed \$300,000.*

**CARRIED**

MOVED BY: Heather McFarlane  
SECONDED BY: Vincent Samuel

***THAT** Council moves out of camera*

**CARRIED**

Peter Shenfield joined the meeting. Stephanie Schurr spoke briefly about Peter's professional background and contributions on Council and other College committees, and on behalf of Council, thanked him for his commitment and service. Peter encouraged members to continue in the important work of protecting the public and wished everyone well. Peter left the meeting.

**11.2 Use of Social Media**

Sandra Carter explained that the *Practice Guideline: Use of Social Media* document was reviewed by the Practice Subcommittee as part of the five-year document review cycle. The revised document, which includes title change, was presented today for Council approval. Public consultation is not required. Council provided further recommendations which will be incorporated into the document.

MOVED BY: Jennifer Henderson

SECONDED BY: Carol Mieras

*THAT Council approves the revised Use of Social Media document for publication, including today's changes.*

**CARRIED****11.3 Revised Standards for the Prevention and Management of Conflict of Interest**

Aoife Coghlan explained that the *Standards for the Prevention and Management of Conflict of Interest* document was reviewed by the Patient Relations Committee and Practice Subcommittee as part of the five-year document review cycle. Council provided several recommendations which will be incorporated into the document. Public consultation is required.

MOVED BY: Carol Mieras

SECONDED BY: Jennifer Henderson

*THAT Council approves the draft revised Standards for the Prevention and Management of Conflict of Interest for public and stakeholder consultation.*

**CARRIED****12.0 Other Business****12.1 Council Meeting Evaluation**

The Chair asked members to complete the electronic meeting evaluation and encouraged everyone to provide recommendations for future improvements.

**13.0 Next Meetings**

- Council Meeting, Thursday, June 24, 2021, 9:00 a.m. – 3:30 p.m. via Zoom

**14.0 Special Presentation: Farewell**

Mary spoke about Sophie's professional background and experience and thanked her, on behalf of Council, for her contribution and commitment to public protection during her year of service on Council. Sophie thanked Council for the kind words and support. Jennifer spoke about Jeannine's professional background and experience and thanked her, on behalf of Council, for her outstanding leadership, commitment, and contribution to public protection during her seven years of service on Council. Jeannine thanked Council and expressed appreciation for Council's support over the years and wished everyone well.

**15.0 Adjournment**

There being no further business, the meeting was adjourned at 2:20 p.m.

MOVED BY: Allan Freedman

*THAT the meeting be adjourned.*

**CARRIED**

### **APPENDIX 1: Land Acknowledgement and Commitment to Stronger Engagement**

*As an important part of our commitment to reconciliation, the College of Occupational Therapists of Ontario recognizes the traditional territories on which we live and work (physically or remotely) every day, across what is now known as Ontario. This includes distinct groups of First Nations Peoples: Algonquin, Mississauga, Ojibway, Cree, Odawa, Potowatomi, Delaware, and the Haudenosaunee – Mohawk, Onondaga, Oneida, Cayuga, Tuscarora, and Seneca.*

*Other Indigenous Nations also have long standing relationships with the land in parts of this province including the Wendat, and the Métis Nation.*

*To meaningfully engage with this community, the College has reviewed the Truth and Reconciliation Commission's (TRC) report. Calls to Action 18-24 addresses the health disparities faced by Indigenous Peoples and how poor health outcomes are linked to the complex histories and ongoing realities of Indigenous peoples in Canada. In particular, we acknowledge how these disparities have been laid bare and magnified by the COVID-19 pandemic. The College and its registrants will work to reduce these health disparities by ensuring that OTs are competent to provide services that the community has a right to and is acceptable to them.*



**APPENDIX 2: Status of Implementation of Decisions of Council**

<b>Council Meeting Date</b>	<b>Decisions</b>	<b>Current Status</b>
March 25, 2021	<b>THAT</b> Council approves the draft revised Standards for the Prevention and Management of Conflict of Interest for public and stakeholder consultation.	Implementation Pending
March 25, 2021	<b>THAT</b> Council approves the revised Use of Social Media document for publication, including today's changes	Complete
March 25, 2021	<b>THAT</b> Council approves securing a contract with either Vendor 1 or Vendor 2 with a vendor implementation budget that does not exceed \$300,000.	Complete
March 25, 2021	<b>THAT</b> Council approves the proposed Code of Conduct including today's changes, and that it be added as Schedule B to the College bylaws.	Complete
March 25, 2021	<b>THAT</b> Council approves the adoption of the College Board Competency Framework as presented, including today's changes.	Complete
March 25, 2021	<b>THAT</b> Council approves the completed College Performance Measurement Framework for submission to the Ministry of Health, including today's change.	Complete
January 28, 2021	<b>THAT</b> Council approves a fulsome review of the Standards of Practice for the purposes of combining, streamlining and reducing redundancies to enhance ease of use.	Ongoing
January 28, 2021	<b>THAT</b> Council approves the revised Framework for College Publications.	Complete
January 28, 2021	<b>THAT</b> Council approves the revised Discontinuing Services document for publication, including today's wording changes.	Complete
January 28, 2021	<b>THAT</b> Council approves the implementation of the Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO) recommendation regarding cross-jurisdictional telepractice so that for the purposes of registration, practice occurs where the occupational therapist is located.	Complete
October 29, 2020	<b>THAT</b> Council approves the creation of a Finance, Audit and Risk Committee to commence in April 2021.	Complete
October 29, 2020	<b>THAT</b> Council approves the areas of responsibility related to governance (elections, nominations, Council effectiveness, committee appointments and chairs, investigating complaints and conduct of Council and Committee members), previously held by the Executive Committee, be moved to the	Complete

<b>Council Meeting Date</b>	<b>Decisions</b>	<b>Current Status</b>
	<i>restructured Governance Committee to commence in April 2021.</i>	
October 29, 2020	<b><i>THAT</i></b> Council approves that the Executive Committee authority be limited to urgent matters in between Council meetings; evaluation of Registrar performance, overseeing the functioning of Council, including setting the Council agenda and planning meetings, to commence in April 2021.	Complete